

TUITION REIMBURSEMENT DEADLINE

THURSDAY, DECEMBER 5

Please note that **Thursday**, **December 5**, **2013** is the deadline for employees to submit documentation to their department for <u>2013</u> tuition reimbursement benefit.

DOCUMENTATION REQUIRED FOR TUITION REIMBURSEMENT:

- COURSE DESCRIPTION & SYLLABUS Indicating required books and fees
- ◆ COURSE GRADE Undergraduate courses – "C" or better Graduate courses – "B" or better Certification - pass/fail
- RECEIPTS
 Indicating actual employee payment for tuition, books, fees
- ◆ PRE-APPROVAL Generated by PeopleSoft ELM

Documentation received <u>after</u> December 5, 2013 will be posted to an employee's <u>2014</u> tuition reimbursement benefit.

Some education institutions will not have the required grades posted until late December. This requires that the reimbursement be posted to an employee's 2013 tuition reimbursement benefit due to payroll schedules and the end of the calendar year. This is typical for many fall courses.

QUESTIONS?

Please contact

Your Department's
Training
Administrator or

Tempe Learning Center



480.350.5312

TEMPE LEARNING CENTER